

S-E-C-R-E-T

OTR

OFFICE OF TRAINING REGULATION NO. 20-5

31 March 1954

SUBJECT: PROMOTION RECOMMENDATIONS

RESCISSION: OTR Regulation 20-5, 8 September 1953

1. SCOPE

This Regulation sets forth the policies and procedures for recommending promotions of OTR personnel.

2. GENERAL

Promotion recommendations will be transmitted to the OTR Personnel Officer for submission to the appropriate Promotion Panel and the OTR Career Service Board, in accordance with OTR Regulation No. 20-4, 21 December 1953. These recommendations will be prepared in two parts: a Personnel Data Sheet (Form No. 51-139), and a narrative statement. Both parts will be prepared in an original and ~~seven~~ *three* copies.

3. PROCEDURE

a. Personnel Data Sheet

The supervisor will request the OTR Personnel Branch or appropriate field Personnel Officer to prepare a Personnel Data Sheet on the individual recommended for promotion. (Upon completion of the sheet, the Personnel Officer will forward it to the requesting supervisor.)

b. Narrative Statement

The supervisor will prepare a narrative statement on the individual concerned covering the following points:

- (1) Major duties and manner of performance.

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This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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(2) Relation of the present position to other positions under the control of the supervisor.

(3) Comparison of the performance of the individual with that of other individuals who perform comparable duties at the same grade under the supervisor.

(4) Qualifications of the individual to perform the duties of the position for which he or she is being recommended.

(5) Supervisory ability in those cases where a supervisory position is involved.

(6) Other relevant considerations.

c. Review

(1) Headquarters

(a) Recommendations will be initiated by the immediate supervisor and forwarded through senior supervisors to the Division or Staff Chief who will transmit the recommendation to the Personnel Officer, OTR.

(b) If the immediate supervisor is a Division Chief, Staff Chief, or higher, no other signature is required.

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(2) [REDACTED]

(a) Promotion recommendations for [REDACTED] personnel will be prepared and reviewed in accordance with c.(1)(a) above, except that prior to transmittal to the Personnel Officer, OTR, all such actions will be reviewed [REDACTED]

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d. Signature

All copies of Form No. 51-139 will bear the signature and comment of all reviewing officials. Each reviewing official will include a brief evaluation of the candidate's performance compared

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with other persons of the same grade who perform similar duties under his supervision.



MATTHEW BAIRD
Director of Training

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Distribution: Division, Staff, and Branch Chiefs

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